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DISCUSSION

Alternative One:

Require each responsible individual at the Branch or Section Chief level to conduct an inventory of the material located in the office space under his control on a given date.

Advantages:

- (1). Would record all material in use simultaneously and eliminate inventory adjustments to compensate for transactions occurring during the count.
- (2). Allow coverage of certain restricted areas since the personnel involved in counting have normal access to these spaces.

Disadvantages:

- (1). Normal requisitioning and turn-in of property would have to be suspended about three weeks prior to the inventory date to allow processing of the inventory count media and documentation affecting the account.
- (2). Inventory listings by Stock Number, Nomenclature, and Commodity Classes would have to be prepared and duplicated in sufficient numbers to furnish each counting group with a master reference document. In booklet form this would encompass about 300 pages.
- (3). It is doubtful if untrained personnel would follow this master document closely enough to accurately identify and report on each item counted. For example, at the present time this account lists seventy-four (74) different stock numbers for CHAIRS, in-use. Only twenty-eight (28) stock numbers are listed for chairs carried in stock at present, indicating that a great many of the types of chairs-in-use were specially purchased.
- (4). If the inventory did not accurately identify each item counted by nomenclature and/or stock number, it would be impossible to use the physical count as the basis for a new property record.

Alternative Two:

Augment the Building Supply Officer Staff with teams of trained inventory specialists who would move from building to building to complete the physical count.

Advantages:

- (1). Would provide accurate counting and positive identification of all items.

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- (2). Would not greatly disrupt normal office routine.
- (3). Would not require suspension of property issue or turn-in transactions preceding or during the inventory.

Disadvantages:

- (1). The constant internal movement of elements of the Agency would make control of the count and subsequent reconciliation extremely difficult, if not impossible.
- (2). It would require either a long period of time or a great number of people to complete the count. An estimate of the magnitude of the problem can be made by examining typical Agency office occupancy. For example: Buildings I, J, K, and L have seven wings per building and are two stories high. There are approximately 14 rooms per wing on each floor, for a total of 196 rooms per building. In addition, there are approximately 28 rooms per side on each floor in the headspace for about 112 additional rooms in each building. Our total for these four buildings then, is approximately 1216 rooms. Because of constant modifications to existing buildings and changes in occupancy, it is difficult to determine exactly how many room units are involved, but counts based on available floor plans indicate occupancy of 2,500 to 3,000 rooms. Building Supply Office personnel estimate that it would take a two-man team between one-quarter and one-half hour to inventory an average room. We therefore require an estimated 1,250 to 3,000 man-hours work effort by trained inventory personnel to complete such a count.
- (3). All the qualified specialists in the Supply Division, OL, are fully committed with their present workload, and could be directed to take such an inventory only at the expense of abandoning their normal duties.

Alternative Three:

Postpone an inventory of the material in this account until such time as the move is made to the new Headquarters building.

Advantages:

- (1). Would provide accurate counting and positive identification of all items to establish a new property record.
- (2). Would not disrupt normal office routine.
- (3). Would not require suspension of property issue or turn-in transactions preceding or during the inventory.

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Disadvantages:

- (1). Would delay physical count of material for indefinite period.
- (2). Would require overtime payments to counting personnel, depending upon volume to be handled and time phasing of receipt.

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